Job Description

TITLE: English Language Learner Teacher

FLSA Status: Exempt

Reports to: Principal/School Director

Position Summary:

The ELL Teacher reports to the School Principal of the ASPIRA Charter Schools and is responsible for developing bilingual students' ability to effectively perform courses of study in the English language by implementing ASPIRA’s district approved curriculum; documenting teaching and student progress/activities/outcomes; providing methods to support and/or reinforce classroom goals in the home; providing a safe and optimal learning environment; developing appropriate lesson plans and instructional techniques; evaluating students level of English fluency and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an explanation of the duties of the English Language Learner Teacher. It includes the major highlights of the requirements of the position. There should be a clear understanding that the duties outlined below are not all encompassing. Additional responsibilities may be assigned to the English Language Learner Teacher as required.

A. Administers tests and language assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students' language ability.
B. Assesses student progress, expectations, goals, etc. for the purpose of providing feedback to students, parents and administration.
C. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
D. Assists other teachers for the purpose of implementing curriculum.
E. Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
F. Instructs bilingual students for the purpose of improving their success in academics and skills.
G. Manages student behavior for the purpose of providing a safe and an optimal learning environment.
H. Models appropriate English communication for the purpose of developing students' ability to communicate effectively in the English language.
I. Prepares teaching materials and related reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and documenting student progress.
J. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, administrative and/or school policies.
II. QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education, Training and Experience
   Bachelor’s Degree from accredited university or college required.
   Bilingual (Spanish and English) preferred
   Some knowledge in bilingual education

B. Certificates, Licenses, and Registrations
   Pennsylvania Teacher’s Certificate – Programs Specialist – ESL required

C. Ongoing Training and Credentialing

All interested and qualified candidates can inquire further by emailing:
sgonzalez@pantoja.aspirapa.org